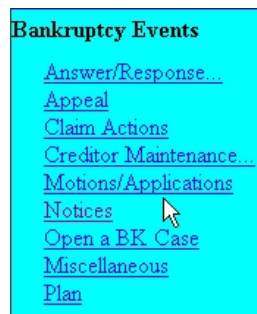
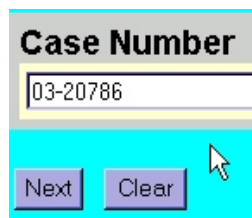


Motion for Recusal.

STEP 1 Select **Bankruptcy or Adversary**, whichever is appropriate, from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.

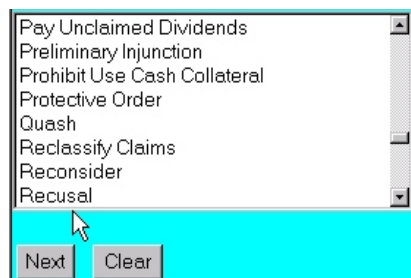


STEP 2 The **Case Number** entry screen displays.



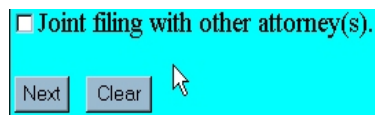
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion being filed** screen displays.



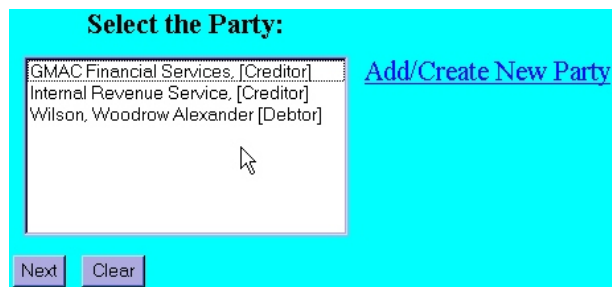
- ◆ Scroll down the list and click on **Recusal**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



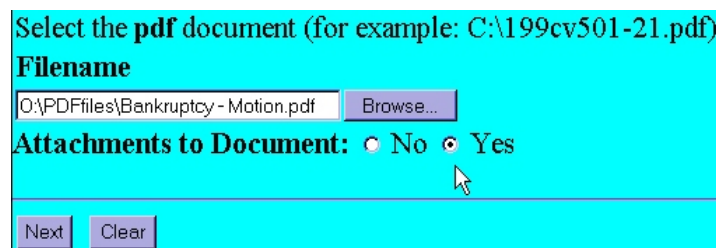
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen displays.



- ◆ Click on the party's name or, if party not found, click on **Add/Create New Party**.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename
O:\PDFFiles\Bankruptcy - Proposed On
2) Select a document type and/or enter a description.
Type **Description**
Proposed Order Granting Motion for Recusal
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **With Certificate of Service** screen displays.

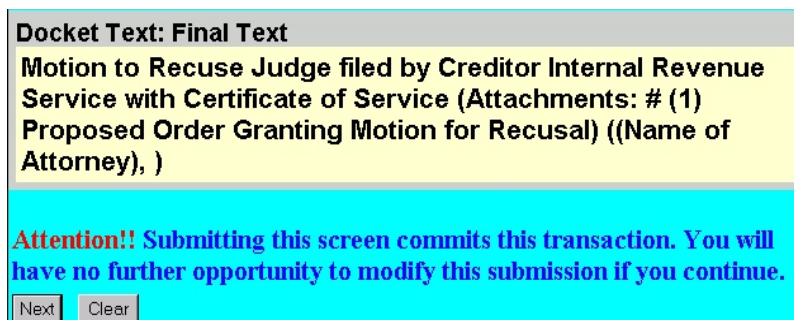
With Certificate of Service? y or n: y

- ◆ Type in a lowercase 'y' if the motion contains a **Certificate of Service**.
- ◆ Click on the **Next** button.

STEP 9 A **Verification of Case** screen displays. Check the case name and case number for accuracy, then click on the **Next** button

File a Motion:
2:03-bk-20786 Woodrow Alexander Wilson

STEP 10 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



Docket Text: Final Text

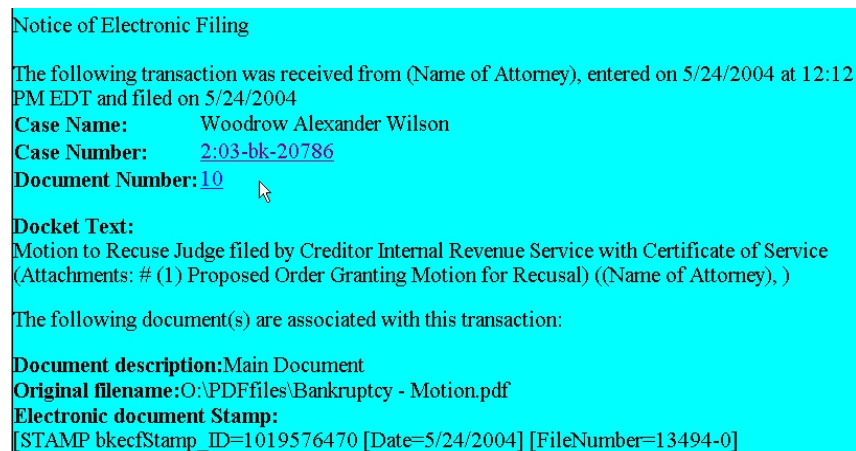
Motion to Recuse Judge filed by Creditor Internal Revenue Service with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion for Recusal) ((Name of Attorney),)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 5/24/2004 at 12:12 PM EDT and filed on 5/24/2004

Case Name: Woodrow Alexander Wilson

Case Number: [2:03-bk-20786](#)

Document Number: [10](#)

Docket Text:

Motion to Recuse Judge filed by Creditor Internal Revenue Service with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion for Recusal) ((Name of Attorney),)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=1019576470 [Date=5/24/2004] [FileNumber=13494-0]]